

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	DIVISION MANAGER - COMMUNICATIONS
CLASS CODE:	2097
FLSA STATUS:	EXEMPT
SUPERVISORY STATUS:	SUPERVISOR
EFFECTIVE DATE:	2/25/2013 (Revised 5/2/2005 version)
DEPARTMENT:	PUBLIC WORKS

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### JOB SUMMARY

Under general direction of the Associate Director - Public Works, supervises, plans, coordinates, and directs the activities of the Communications Division of Public Works.

### ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the work of the division.

Makes staffing decisions within the division including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, schematic drawings, written operating instructions, reference files, and appropriate personnel documentation within the division.

Supervises and correlates division involvement within the department and with volunteer groups, outside agencies, and other County departments.

Makes maintenance and purchasing decisions for equipment, tools, and supplies within the division.

Coordinates development of equipment standards, service contracts, and proposal and bid specifications.

Assists in the preparation of the division budget and monitors and approves division purchase orders and expenditures.

Consults with department heads and other agencies to determine their current and future communications needs.

Plans, organizes, and directs administrative and technical programs for all County communications systems including telephone, two-way radio, microwave, telemetry, mobile telephones, closed circuit and cable television, fiber optics, video arraignment, and satellite receiving and up-link.

Supervises and directs the design, installation, and maintenance of all cabling infrastructure for the County including communications cabling within all facilities and all outside plant telecommunications cabling.

Directs planning and research activities within the division.

Works with the County Information Systems Department to provide data transmission systems.

Negotiates and manages contracts related to electronics and communications services and systems.

Supervises billings to all departments for communications services.

### KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Knowledge of the installation, operation and application of Avaya PBX systems, microwave, data communications, telemetry, two-way radio, video, satellite, and AC/DC electrical power systems; Knowledge of Federal, State, and local regulations concerning the installation, operation, and maintenance of communications systems; Knowledge of supervisory techniques; Ability to motivate and guide subordinates; Ability to coordinate multiple tasks efficiently; Skill in analytical problem solving; Skill in systems analysis and project management; Skill in electronic design and technical writing; Skill in the configuration and use of computer hardware and software; Knowledge of safety procedures related to communications systems; Skill in reading,

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writing, and math; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; and Skill in document composition.

### **PHYSICAL DEMANDS**

Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 60 pounds; Ascend or descend ladders, scaffolding, ramps, poles, high towers, and the like; Use tools or equipment requiring a high degree of dexterity; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is often performed in a very noisy place; Work is performed in environmentally controlled and partially environmentally controlled rooms, but occasionally requires field work which exposes incumbent to hazardous chemicals, and possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Field work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Field work requires the use of protective devices such as masks, goggles, and gloves; Field work exposes incumbent to possible bodily injury from exposure to high-power radio frequency emissions, and possible electrocution hazard when working near power lines; and Field work exposes incumbent to unknown and dangerous conditions.

### **EDUCATION AND EXPERIENCE**

Equivalent to a Bachelor's Degree in Electronics, Telecommunications, or related field; and five (5) years work experience performing communication engineering and maintenance activities including two (2) years in a supervisory capacity.

### **LICENSING AND CERTIFICATION**

Incumbent must possess an applicable FCC, APCO, PCIA, ETA, BICSI or equivalent certification and a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.